King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Inmate Services**	
7.03.007, **Razors, Nail and Hair Clippers**	Approved By:	Director John Diaz
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Purpose
To outline the procedures for the provision and use of razors, nail clippers, electric razors, and electric hair clippers.

Policy
It is the policy of the department to provide razors, nail clippers, electric razors, and electric hair clippers to inmates in order for them to maintain personal hygiene.

Definitions
Razor: A disposable fixed blade razor that is issued via commissary.

A. Basic Operating Procedure

1. Razors
   a. Inmates shall receive razors through commissary.
   b. Indigent inmates shall receive a razor as part of their indigent package.
   c. Inmates may only order and possess one razor at any given time.
   d. When the inmate receives a new razor from commissary, the officer shall dispose of the old razor and replace it with the new one.
   e. The 3rd Shift unit officer shall be responsible for exchanging new razors for old razors on commissary distribution days.
   f. The unit officer shall verify receipt of the razor on the delivery list provided by the commissary correction tech.
   g. Razors are to be kept in individual zip lock bags.
   h. The commissary Customer Service Specialist III (CSSIII) shall mark the inmate's last and first name along with inmate's housing location on the razor bag.
   i. Unit officers shall dispose of razors by putting them in a red biohazard bag, which is provided at the time of delivery of the new razors. This bag shall be closed, sealed, and placed in an appropriate container outside of the unit.
   j. Used razors are not to be disposed of in the unit garbage.
   k. Inmates shall not be allowed to share razors.

l. Razors shall be kept at the C2 [redacted]
m. Razors shall be made available seven days a week during approved or scheduled times. Security needs may override issuing razors on any given day or time.
n. The unit officer shall verify that the name on the razor bag matches the inmate's wristband prior to handing out the razor.
o. Inmates will physically remove the razor from the bag and leave the bag with the unit officer.
p. Officers shall check each returned razor for damage with special interest paid to the blades of the razor to ensure that no blades are missing or broken.
q. After the unit officer has inspected the razor, the inmate will place the razor back in the bag and seal it shut before returning it to the officer for placement back in the storage location.
r. Notify the duty sergeant when razors are found with missing pieces.
s. Razors shall not be made available to those inmates placed in the psychiatric units at the Seattle Division.

2. Nail Clippers
   a. Nail clippers shall be kept at the C2 [redacted] and checked out to inmates by the officer.
   b. If replacement nail clippers are needed, a new set can be obtained through the Maintenance and Supply unit.
   c. Officers shall ensure that nail clippers are returned before shift change and anytime the officer will be absent from the unit.
   d. Inmates shall not be allowed to keep unit clippers in their cell.
   e. Notify the duty sergeant when nail clippers are found with missing pieces.

3. Electric Razors
   a. Electric razors shall be issued in the psychiatric units at the Seattle Division only.
   b. Electric razors can be obtained through the Maintenance and Supply unit.
   c. Electric razors shall only be used by inmates in the common areas, under the supervision of the officer.
   d. Electric razors shall be returned to the officer after each use and before shift change.
   e. The officer shall properly supervise and ensure that inmate workers clean the razors between each use with anti-bacterial disinfectant. Razors shall be cleaned according to instructions provided in each razor kit.
   f. Maintenance and Supply shall provide cleaning instructions in each electric razor kit.
   g. Notify the duty sergeant when electric razors are found with missing pieces.

4. Electric Hair Clippers
   a. Clippers shall be issued to assigned barbers in the designated unit at the Kent Division and the Inmate Worker Unit at the Seattle Division, where inmate barbers are housed.
   b. Clippers can be ordered through the Maintenance and Supply unit.

c. Inmate worker barbers give haircuts to inmates in the other units according to the posted schedule.
d. The inmate worker barber using the clippers shall be responsible for the cleaning of the clippers and the area in which they were used.
e. Maintenance and Supply shall provide an anti-bacterial disinfectant to clean the clippers. Hair clippers shall be cleaned according to the instructions provided in the hair clipper kit.
f. Clippers shall be kept at the staff station.
g. Notify the duty sergeant when electric hair clippers are found with missing pieces.